Change of Appointing Office Between Agencies

| Business Process	
This business process presents the scenario when an employee moves from one DHHS agency to another DHHS agency. For example, the employee moves from FDA to NIH. Because of security, the gaining agency cannot access the employee. Therefore, the losing agency initiates the CAO transaction. Reference EHRP HR Manual Chapter 10.	
Gaining Agency	Gives the losing agency the effective date of the CAO, and new position number.
Losing Agency	▪ Enters a "stop" NOA for each special pay. ▪ Initiates the CAO PAR. ▪ Notifies the gaining agency that the CAO PAR is initiated; provides gaining agency with employee's EMPLID..
Gaining Agency	▪ Finalizes the CAO PAR. ▪ Validates benefits and pay information. ▪ Starts any special pay actions.

Losing Agency: use this procedure to initiate the CAO PAR.

STEP	ACTION
1	Navigate to Home > Administer Workforce > Administer Workforce (USF) > Use > **HR Processing**
2	Use the Find an Existing Value page to retrieve the employee.
3	Click ➕ to add a new row.
4	Enter the effective date of the CAO in the **Actual Effective Date** field.
5	Change the **PAR Status** field to 'INI'.
6	Enter 'XFR' in the **Action** field.
7	Enter the applicable **Reason Code**.
8	Navigate to the Job page.
9	Enter the **Position** number.
10	Navigate to the Position page.
11	Enter the **Pay Group**.
12	🖫 Save Click **Save**. **Note:** When you save the CAO PAR, security for the employee is changed to the gaining agency and you can no longer retrieve the employee.

Change of Appointing Office Between Agencies, continued
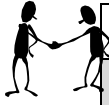
	Gaining Agency: use this procedure to finalize the CAO PAR.
1	Navigate to Home > Administer Workforce > Administer Workforce (USF) > Use > **HR Processing**
2	Use the Find an Existing Value page to retrieve the employee. **Note:** Select 'Correct History'.
3	Navigate to the initiated CAO PAR.
4	Change the **PAR Status** to 'REV' or 'PRO'.
5	Enter the applicable **NOA Code**, **NOA Extension**, and **Authority(1)**.
6	Review and modify the information on each page of the employee component.
7	On the Compensation page, enter the **Step**. Use the Accounting Info link to enter the CAN code in the **Account Code** field at the top of the sub-page. Click **OK** to return to the Compensation page.
8	Save Click **Save**.
9	Validate the benefits and pay information for the employee.
10	Start any special pays for the employee.